

Craig Bryant, Mayor
Jamie Manspile, Vice Mayor
Marty Rickman
Chis Witt
Chris Petty



Buchanan Town Council
Monday, January 11, 2021
Regular Meeting 7:00 p.m.
Town Hall
19753 Main Street
Buchanan, VA 24066

Conference call-in option: 701-802-5423 Access Code: 3474425

AGENDA

A. ROLL CALL AND ESTABLISHMENT OF QUORUM

B. MOMENT OF SILENCE

C. PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

D. CONSENT AGENDA

1. Financial Report December 2020
2. Approval of Unpaid Bills
3. Approval of minutes from the December 14th 2020 Regular Meeting and November 18th 2020 Work Session and January 2nd 2021 Town Council Retreat

E. AWARDS, RECOGNITIONS AND PRESENTATIONS

F. CITIZEN COMMENTS AND PETITIONS REGARDING AGENDA ITEMS– This time is reserved for comments and questions for issues listed on agenda. Comment should be directed to Council.

G. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

1. Town Council Committee Selections
2. Consideration of Resolution for Inclement Weather policy for Town Council Meetings 2021 – Resolution # R21-0111-01
3. Consideration of Resolution for Public Comment for 2021- Resolution # R21-0111-02
4. Consideration of Resolution Authorizing Purchase of PLC for Water Treatment Plan – Resolution #R21-0111-03
5. Consideration of Town Manager Resignation- Resolution #R21-0111-04

H. COMMITTEE REPORTS

- a. Special Events/ Community Development- Marty Rickman
- b. Planning Commission- Chris Witt
- c. Public Safety- Chris Petty
- d. Public Works- James Manspile

I. CITIZEN COMMENTS AND PETITIONS REGARDING NON-AGENDA ITEMS– This time is reserved for comments and questions for issues not listed on agenda. Comment should be directed to Council.

J. ADDITIONAL COMMENTS

K. UPCOMING MEETINGS AND EVENTS

- **Planning Commission** – Monday, February 1st, 2021 -7:00pm
- **Town Council Meeting** – Monday, February 8th, 2021 – 7:00pm
- **Town Council Work Session**- Thursday, January 21st, 2021 – 7:00pm
- Town Hall Closed Friday January 15th in Observation of Lee-Jackson Day and Monday January 18th in Observation of Martin Luther-King Day

L. ADJOURNMENT

Town of Buchanan, Virginia
Balance Sheet
As of January 5, 2021

	Jan 5, 21
ASSETS	
Current Assets	
Checking/Savings	
10010 Buchanan General Fund	314,903.77
10030 Change Funds	100.00
10040 Town Beautification Fund	9,711.03
10230 Water Dist - Rur Dev Acct	6,070.59
10231 Water Dist - VDH Account	2,562.00
10400 BOB W&S Escrow Account	380,589.11
10500 Certificates of Deposit	681,811.37
Total Checking/Savings	1,395,747.87
Accounts Receivable	
11001 General AR Billed	8,690.65
Property Taxes Receivable	80,521.94
WSG Receivable	58,943.68
Total Accounts Receivable	148,156.27
Other Current Assets	
11200 Prepaid Items	20,239.00
11000 Acct Receivable General	13,448.07
11010 Due from State/Fed Gen	5,031.01
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,037.16
11109 Allowance - Wat/Sew/Garba	-15,157.74
Allowance-Property Taxes	-26,480.84
Undeposited Funds	930.69
Total Other Current Assets	16,072.60
Total Current Assets	1,559,976.74
Fixed Assets	
13000 Property, Plant, Equip	8,721,430.69
Total Fixed Assets	8,721,430.69
TOTAL ASSETS	10,281,407.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21162 Accrued Payroll - Sewer	105.50
21161 Accrued Payroll - Water	149.20
21160 Accrued Payroll - General	7,773.95
22000 Customer Deposits	24,081.31
23000 Payroll Liabilities	4,147.73
25200 Accrued Interest Payable	404.39
Deferred Taxes Receivable	56,491.44
Total Other Current Liabilities	93,153.52
Total Current Liabilities	93,153.52
Long Term Liabilities	
26200 Water Long Term Loans	4,254,215.64
Total Long Term Liabilities	4,254,215.64
Total Liabilities	4,347,369.16
Equity	
30100 General Fund Balance	897,494.19
30200 Water Retained Earnings	4,930,289.26

8:14 AM

01/05/21

Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of January 5, 2021

	Jan 5, 21
30300 Sewer Retained Earnings	230,566.24
30400 Carnival Fund Balance	81,405.20
Retained Earnings	-290,142.21
Net Income	84,425.59
Total Equity	5,934,038.27
TOTAL LIABILITIES & EQUITY	10,281,407.43

8:20 AM

01/05/21

Accrual Basis

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
December 2020

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Returned Check Charges	0.00		105.00		
3100000 Local Revenue					
3110000 General Property Taxes					
3110100 Real Property Taxes					
3110101 Current Taxes	62,719.23	150,000.00	137,685.49	150,000.00	150,000.00
3110102 Delinquent Taxes	737.56	0.00	967.90	0.00	1,100.00
Total 3110100 Real Property Taxes	63,456.79	150,000.00	138,653.39	150,000.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	4,548.93	12,752.00	14,456.58	12,752.00	12,752.00
3110302 Delinquent Taxes	0.00	0.00	-104.59	0.00	25.00
Total 3110300 Personal Property Taxes	4,548.93	12,752.00	14,351.99	12,752.00	12,777.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	61.05	0.00	157.86	0.00	2,000.00
Total 3110600 Penalties & Interest	61.05	0.00	157.86	0.00	2,000.00
Total 3110000 General Property Taxes	68,066.77	162,752.00	153,163.24	162,752.00	165,877.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	4,235.90	3,333.00	25,503.58	20,002.00	40,000.00
3120200 Consumer Utility Taxes	0.00	1,583.00	10,018.46	9,502.00	19,000.00
3120210 Consumption Tax	0.00	250.00	1,469.37	1,500.00	3,000.00
3120300 Business License Taxes	493.12	0.00	725.74	0.00	40,000.00
3120500 Vehicle Fees	0.00	0.00	0.00	0.00	16,200.00
3120600 Bank Franchise Fees	0.00	0.00	0.00	0.00	30,300.00
3121000 Occupancy Tax	399.28	166.66	2,767.62	1,000.04	2,000.00
3121100 Meals Taxes	614.06	2,712.00	9,463.17	16,278.00	32,550.00
Total 3120000 Other Local Taxes	5,742.36	8,044.66	49,947.94	48,282.04	183,050.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	20.83	50.00	125.02	250.00
3130308 Building Permits	0.00		200.00		
3130309 Sign Permits	0.00	8.33	0.00	50.02	100.00
3130310 Special Use Permit	0.00	8.33	0.00	50.02	100.00
Total 3130000 Permits/Fees/Reg Lic	0.00	37.49	250.00	225.06	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	0.00	0.00	1,394.20	0.00	2,500.00
3140103 Zoning Violations	0.00	41.66	1,800.00	250.04	500.00
Total 3140000 Fines and Forfeitures	0.00	41.66	3,194.20	250.04	3,000.00
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	181.07	400.00	1,593.94	2,400.00	4,800.00
3150200 Rental Income	0.00	66.66	100.00	400.04	800.00
Total 3150000 Rev-Use of Money/Prop	181.07	466.66	1,693.94	2,800.04	5,600.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165300 Garbage Fees					
3165310 Garbage Collection Fee	7,479.00	7,216.66	44,898.50	43,300.04	86,600.00
Total 3165300 Garbage Fees	7,479.00	7,216.66	44,898.50	43,300.04	86,600.00
Total 3165000 Charge Enterprise Svcs	7,479.00	7,216.66	44,898.50	43,300.04	86,600.00
Total 3160000 Charges for Services	7,479.00	7,216.66	44,898.50	43,300.04	86,600.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	2,066.30		5,354.59		
3189928 Block Party	0.00	0.00	0.00	0.00	0.00
3189925 Mountain Magic	162.26		3,463.91		
3189920 Bot.Co.Fishing Carnival	0.00	0.00	0.00	0.00	0.00
3189919 LEU Police Bicycle Tour	0.00	0.00	0.00	0.00	0.00
3189918 Buchanan Garden Festival	0.00	0.00	0.00	0.00	0.00
3189917 Civil War History Weeked	0.00	0.00	0.00	0.00	0.00
3189916 Easter Egg Hunt	0.00	0.00	0.00	0.00	0.00
3189915 Acoustic Endeavors	0.00	0.00	0.00	0.00	0.00
3189905 Overage/Shortage	0.00		0.00		
3189904 Other	250.00	0.00	4,909.93	0.00	0.00
Miscellaneous Revenue					
3189903 Gifts and Donations	0.00	0.00	1,096.71	0.00	0.00
3189910 Arbor Day Donations	0.00	0.00	0.00	0.00	0.00
3189911 Event Fees	0.00	0.00	0.00	0.00	0.00
3189912 Carnival Proceeds	0.00	0.00	0.00	0.00	70,000.00
Total Miscellaneous Revenue	0.00	0.00	1,096.71	0.00	70,000.00
Total 3180000 Miscellaneous Revenue	2,478.56	0.00	14,825.14	0.00	70,000.00
Total 3100000 Local Revenue	83,947.76	178,559.13	267,972.96	257,609.22	514,577.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
December 2020

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
3240801 DHCD Grant	0.00	0.00	27,000.00	30,000.00	30,000.00
3220150 Communications Tax	0.00	220.83	940.83	1,325.02	2,650.00
3220107 Rolling Stock Taxes	0.00	279.16	3,283.04	1,675.04	3,350.00
3220108 HB599 Aid Local Police	8,222.00	2,638.75	16,444.00	15,832.50	31,665.00
3220109 PPTRA-Car Tax Relief	0.00		11,608.54		11,608.00
Total 3220000 Non-Categorical Aid	8,222.00	3,138.74	59,276.41	48,832.56	79,273.00
3240000 Categorical Aid					
3240101 Fire Programs Funds	0.00	10,000.00	0.00	10,000.00	10,000.00
Total 3240000 Categorical Aid	0.00	10,000.00	0.00	10,000.00	10,000.00
Total 3200000 Rev from Commonwealth	8,222.00	13,138.74	59,276.41	58,832.56	89,273.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330220 Covid-19	6,626.87		16,312.47		
3330210 Fed Forest Land Mgmt	0.00		1,404.00		
Total 3330000 Categorical Aid	6,626.87		17,716.47		
Total 3300000 Rev from Federal Gov't	6,626.87		17,716.47		
3410500 Interfund Transfers					
3410201 Trfr Town 50% Carnival	0.00	0.00	0.00	0.00	0.00
3410501 Transfers fr General Fd	0.00	0.00	0.00	0.00	40,000.00
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	40,000.00
Total Income	98,796.63	191,697.87	345,070.84	316,441.78	643,850.00
Gross Profit	98,796.63	191,697.87	345,070.84	316,441.78	643,850.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	480.00	420.83	2,520.00	2,525.02	5,050.00
3600 Advertising	0.00	208.33	1,183.00	1,250.02	2,500.00
5540 Convention & Education	63.05	83.33	88.05	500.02	1,000.00
5600 Mileage Reimbursement	0.00	20.83	63.83	125.02	250.00
5800 Miscellaneous Expense	677.43	8.33	677.43	50.02	100.00
5810 Dues and Memberships	0.00	166.66	1,213.97	1,000.04	2,000.00
Total 11110 Town Council	1,220.48	908.31	5,746.28	5,450.14	10,900.00
Total 001 Legislative	1,220.48	908.31	5,746.28	5,450.14	10,900.00
Total 01 General Government Admin	1,220.48	908.31	5,746.28	5,450.14	10,900.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	360.00	1,666.66	4,837.23	10,000.04	20,000.00
Total 12210 Legal Services	360.00	1,666.66	4,837.23	10,000.04	20,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	0.00	0.00	0.00	14,000.00
Total 12240 Independent Auditor	0.00	0.00	0.00	0.00	14,000.00
12410 Clerk-Treasurer					
1100 Salaries	6,776.88	6,625.00	41,872.16	39,750.00	79,500.00
1110 Overtime	95.63	83.33	3,092.86	500.02	1,000.00
1120 Bonus	0.00		1,000.00		
2100 FICA/Medicare Tax	1,543.99	1,708.33	10,421.71	10,250.02	20,500.00
2110 Virginia Unemployment Ins	8.85	62.50	82.38	375.00	750.00
2212 Retirement	255.40	55.00	893.90	330.00	660.00
2213 VRS VLDP	117.83	105.83	766.04	635.02	1,270.00
2300 Health Insurance	1,429.35	750.00	3,716.68	4,500.00	9,000.00
3120 Accounting Services	0.00	916.66	5,418.58	5,500.04	11,000.00
3130 Bank Service Charges	0.00	33.33	99.80	200.02	400.00
3500 Printing and Binding	0.00	1,250.00	1,106.84	1,250.00	1,250.00
3600 Advertising	0.00	66.66	0.00	400.04	800.00
5210 Postal Services	210.00	375.00	1,408.10	2,250.00	4,500.00
5230 Telecommunications	203.37	258.33	1,597.04	1,550.02	3,100.00
5401 Copy Machine Rental	228.02	270.83	1,488.97	1,625.02	3,250.00
5600 Mileage Reimbursement	0.00	16.66	96.37	100.04	200.00
5800 Miscellaneous Expense	0.00		0.00		50.00
5810 Dues and Memberships	12.99	25.00	67.99	150.00	300.00
6001 Office Supplies	291.12	375.00	2,072.86	2,250.00	4,500.00
Total 12410 Clerk-Treasurer	11,173.43	12,977.46	75,202.28	71,615.24	142,030.00
12510 Town Manager					
1100 Salaries	5,425.55	4,632.50	34,076.43	27,795.00	55,590.00
1120 Bonus	0.00		1,000.00		
2212 Retirement	163.04	25.00	570.64	150.00	300.00
2213 VRS VLDP	0.00	8.33	0.00	50.02	100.00
2300 Health Insurance	1,268.12	550.00	3,804.36	3,300.00	6,600.00
5600 Mileage Reimbursement	0.00	70.83	81.65	425.02	850.00
5800 Miscellaneous Expense	0.00	41.66	0.00	250.04	500.00

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
December 2020

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
5810 Dues and Memberships	0.00	62.50	0.00	375.00	750.00
Total 12510 Town Manager	6,856.71	5,390.82	39,533.08	32,345.08	64,690.00
Total 02 General & Financial Admin	18,390.14	20,034.94	119,572.59	113,960.36	240,720.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,917.00	2,916.66	17,500.00	17,500.04	35,000.00
Total 001 Law Enforcement	2,917.00	2,916.66	17,500.00	17,500.04	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	600.00	416.66	2,433.38	2,500.04	5,000.00
5601 Grant (Firefighter)	0.00	0.00	0.00	0.00	10,000.00
5600 Purchase for Fire Dept	0.00	0.00	0.00	0.00	0.00
Total 32200 Volunteer Fire Department	600.00	416.66	2,433.38	2,500.04	15,000.00
Total 002 Fire & Rescue Services	600.00	416.66	2,433.38	2,500.04	15,000.00
Total 03 Public Safety	3,517.00	3,333.32	19,933.38	20,000.08	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	3,845.00	3,750.00	28,762.82	22,500.00	45,000.00
1110 Overtime	0.00	125.00	772.86	750.00	1,500.00
1120 Bonus	0.00	0.00	1,500.00	0.00	0.00
2212 Retirement	146.12	30.00	538.47	180.00	360.00
2213 VRS VLDP	0.00	65.00	0.00	390.00	780.00
2300 Health Insurance	4,918.82	1,833.33	14,756.46	11,000.02	22,000.00
3310 Repair & Maint Services	0.00	416.66	1,828.35	2,500.04	5,000.00
3320 Street Repair-Snow Removal	0.00	416.66	0.00	2,500.04	5,000.00
3322 Janitorial Services	972.14	300.00	2,263.52	1,800.00	3,600.00
5100 Electricity - Streetlights	1,133.53	1,000.00	5,651.54	6,000.00	12,000.00
5110 Electricity - Town Hall	651.84	216.66	2,058.12	1,300.04	2,600.00
5120 Heating Fuel	0.00	0.00	479.25	1,500.00	3,000.00
5230 Telecommunications	372.31	291.66	1,507.75	1,750.04	3,500.00
5308 General Liability Insur	0.00	0.00	0.00	0.00	20,000.00
5800 Miscellaneous Expense	0.00	0.00	339.80	0.00	0.00
5811 Uniforms & Safety Clothing	175.18	383.33	1,102.37	2,300.02	4,600.00
5812 Safety Footwear	0.00	0.00	0.00	250.00	500.00
6007 Repair & Maint Supplies	710.37	416.66	1,304.93	2,500.04	5,000.00
6008 Vehicle & Equip Fuels	0.00	0.00	1,506.27	0.00	0.00
8002 Capital Outlay	0.00	208.33	0.00	1,250.02	2,500.00
Total 43200 Maint of Gen Properties	12,925.31	9,453.29	64,372.51	58,470.26	136,940.00
44000 Trash Department					
33301 Brush Grinding	0.00	0.00	86.10	8,500.00	8,500.00
33201 Trash Pickup	12,994.00	6,916.66	39,047.00	41,500.04	83,000.00
Total 44000 Trash Department	12,994.00	6,916.66	39,133.10	50,000.04	91,500.00
Total 04 Public Works	25,919.31	16,369.95	103,505.61	108,470.30	228,440.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5810 Arbor Day Celebration	0.00	0.00	0.00	0.00	0.00
5811 Epiphany Bon Fire	0.00	0.00	0.00	0.00	0.00
5812 Soup Night Cash Mob	0.00	0.00	0.00	0.00	0.00
5813 Acoustic Endeavors Concert	0.00	0.00	0.00	0.00	0.00
5814 Easter Egg Hunt	0.00	0.00	0.00	0.00	0.00
5815 Civil War History Weekend	0.00	0.00	0.00	0.00	0.00
5816 Buchanan Garden Festival	0.00	0.00	0.00	0.00	0.00
5817 LEU Police Bicycle Tour	0.00	0.00	0.00	0.00	0.00
5818 Bo Co Fishing Carnival	0.00	0.00	0.00	0.00	0.00
5823 Mountain Magic	0.00	0.00	111.76	0.00	0.00
5826 Block Party	0.00	0.00	0.00	0.00	0.00
5827 Misc. Event Supplies	0.00	0.00	0.00	0.00	0.00
3600 Advertising	450.00	0.00	2,322.50	0.00	0.00
5840 Town Events	5,321.45	0.00	7,799.58	0.00	0.00
6013 Recreational Supplies	0.00	0.00	465.50	0.00	0.00
8101 Machinery & Equipment Cost	0.00	0.00	2,966.66	0.00	0.00
71100 Parks & Recreation - Other	0.00	0.00	275.00	0.00	0.00
Total 71100 Parks & Recreation	5,771.45	0.00	13,941.00	0.00	0.00
71200 Carnival					
3310 Repairs & Maint Contract	0.00	0.00	275.86	0.00	0.00
5110 Utilities	200.44	0.00	1,113.40	0.00	0.00
5801 Carnival Operations	0.00	0.00	589.13	0.00	19,960.00
Total 71200 Carnival	200.44	0.00	1,978.39	0.00	19,960.00
Total 07 Parks, Events & Cultural	5,971.89	0.00	15,919.39	0.00	19,960.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	3,559.84	3,875.00	23,807.04	23,250.00	46,500.00
1120 Bonus	0.00	0.00	500.00	0.00	0.00

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
December 2020

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
2212 Retirement	135.76	0.00	475.16	0.00	0.00
2213 VRS VLDP	0.00	41.66	0.00	250.04	500.00
2300 Health Insurance	2,374.44	1,104.16	7,123.32	6,625.04	13,250.00
3600 Advertising	3,643.50	131.66	4,678.75	790.04	1,580.00
5602 Donation After Prom Party	0.00	0.00	0.00	0.00	0.00
5603 Donation to Theater	0.00	0.00	0.00	0.00	0.00
5604 Town Flowers/Baskets	0.00	0.00	0.00	0.00	2,000.00
Total 81200 Community Development	9,713.54	5,152.48	36,584.27	30,915.12	63,830.00
Total 08 Development	9,713.54	5,152.48	36,584.27	30,915.12	63,830.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94100 General Capital Outlay	0.00	0.00	0.00	0.00	0.00
94105 Playground	0.00	0.00	0.00	0.00	0.00
94107 Community Develop Grant	0.00	30,000.00	16,906.53	30,000.00	30,000.00
94108 Covid-19	0.00		6,359.25		
94199 Contingencies- Technology	0.00	0.00	0.00	0.00	0.00
Total 94100 General Improvements	0.00	30,000.00	23,265.78	30,000.00	30,000.00
Total 004 Capital Projects	0.00	30,000.00	23,265.78	30,000.00	30,000.00
009 Interfund Transfers					
98300 Transfers to General Fund	0.00	0.00	0.00	0.00	0.00
Total 009 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total 09 Nondepartmental	0.00	30,000.00	23,265.78	30,000.00	30,000.00
Total Expense	64,732.36	75,799.00	324,527.30	308,796.00	643,850.00
Net Ordinary Income	34,064.27	115,898.87	20,543.54	7,645.78	0.00
Net Income	34,064.27	115,898.87	20,543.54	7,645.78	0.00

Town of Buchanan, Virginia
(Utility) Profit & Loss Budget Performance
December 2020

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00		143.86		
Total 3150000 Rev-Use of Money/Prop	0.00		143.86		
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	27,779.12	28,050.16	168,996.62	168,301.04	336,602.00
3165111 Water Sales	0.00	50.00	0.00	300.00	600.00
3165120 Water Penalties	-40.00	1,833.33	6,765.75	11,000.02	22,000.00
3165130 Reconnect Fees	0.00	333.33	900.00	2,000.02	4,000.00
3165190 Water Hook Up Fees	2,200.00	16.66	2,200.00	100.04	200.00
Total 3165100 Water Revenues	29,939.12	30,283.48	178,862.37	181,701.12	363,402.00
3165200 Sewer Revenues					
3165210 Sewer Services	15,453.14	16,391.66	97,370.81	98,350.04	196,700.00
3165290 Sewer Hook Up Fees	0.00		2,500.00		
Total 3165200 Sewer Revenues	15,453.14	16,391.66	99,870.81	98,350.04	196,700.00
3165300 Garbage Fees					
3165310 Garbage Collection Fee	0.00		15.00		
Total 3165300 Garbage Fees	0.00		15.00		
Total 3165000 Charge Enterprise Svcs	45,392.26	46,675.14	278,748.18	280,051.16	560,102.00
Total 3160000 Charges for Services	45,392.26	46,675.14	278,748.18	280,051.16	560,102.00
Total 3100000 Local Revenue	45,392.26	46,675.14	278,892.04	280,051.16	560,102.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid					
3240201 VA Dept of Health Grant	0.00	0.00	0.00	0.00	40,000.00
Total 3240000 Categorical Aid	0.00	0.00	0.00	0.00	40,000.00
Total 3200000 Rev from Commonwealth	0.00	0.00	0.00	0.00	40,000.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00	0.00	0.00	0.00	0.00
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total Income	45,392.26	46,675.14	278,892.04	280,051.16	600,102.00
Gross Profit	45,392.26	46,675.14	278,892.04	280,051.16	600,102.00
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer					
2100 FICA/Medicare Tax	136.32		725.71		
2110 Virginia Unemployment Ins	0.00		0.00		
Total 12410 Clerk-Treasurer	136.32		725.71		
Total 02 General & Financial Admin	136.32		725.71		
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	67.44		208.99		
5230 Telecommunications	26.25		129.98		
Total 43200 Maint of Gen Properties	93.69		338.97		
44100 Water Operations					
1100 Salaries & Wages	846.00	1,333.33	5,811.80	8,000.02	16,000.00
1110 Overtime	27.00	83.33	120.83	500.02	1,000.00
2100 FICA/Medicare	0.00	8.33	0.00	50.02	100.00
2110 Virginia Unemployment Tax	0.00	1.66	0.00	10.04	20.00
2210 IRA Contribution	0.00	8.33	0.00	50.02	100.00
3100 Prof Svcs & Miss Utility	0.00	20.83	221.01	125.02	250.00
3110 Operating Contract	0.00	5,583.33	22,298.68	33,500.02	67,000.00
3310 Repairs & Maint Contract	0.00	833.33	871.94	5,000.02	10,000.00
3700 Permits	0.00	383.33	4,502.65	2,300.02	4,600.00
5110 Utilities	425.24	750.00	3,099.61	4,500.00	9,000.00
6007 Repair & Maint Supplies	86.34	1,250.00	1,976.32	7,500.00	15,000.00
6014 Operating Supplies	1,347.09	416.66	9,895.95	2,500.04	5,000.00
8101 Machinery & Equipment Cost	0.00	166.66	2,966.66	1,000.04	2,000.00
Total 44100 Water Operations	2,731.67	10,839.12	51,765.45	65,035.28	130,070.00
44110 Water Filtration Plant					
3310 Repairs & Maint Contract	5,207.00	666.66	5,207.00	4,000.04	8,000.00
5110 Utilities	560.46	666.66	2,022.94	4,000.04	8,000.00
5230 Telecommunications	0.00	83.33	269.37	500.02	1,000.00
6014 Operating Supplies	0.00	200.00	965.85	1,200.00	2,400.00
8101 Machinery & Equipment Cost	0.00	2,958.33	0.00	17,750.02	35,500.00

Town of Buchanan, Virginia
(Utility) Profit & Loss Budget Performance
December 2020

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
Total 44110 Water Filtration Plant	5,767.46	4,574.98	8,465.16	27,450.12	54,900.00
44200 Sewer Operations					
5230 Telecommunications	97.58	183.33	1,117.98	1,100.02	2,200.00
1100 Salaries & Wages	909.00	916.66	3,553.40	5,500.04	11,000.00
1110 Overtime	0.00	83.33	0.00	500.02	1,000.00
2100 FICA/Medicare	0.00	5.00	0.00	30.00	60.00
2110 Virginia Unemployment Tax	0.00	1.00	0.00	6.00	12.00
2210 IRA Contribution	0.00	5.00	0.00	30.00	60.00
3100 Prof Svcs & Miss Utility	0.00	8.33	221.02	50.02	100.00
3110 Operating Contract	0.00	4,416.66	17,689.12	26,500.04	53,000.00
3310 Repairs & Maint Contract	0.00	1,250.00	1,079.94	7,500.00	15,000.00
3320 Sludge Disposal	0.00	666.66	1,988.20	4,000.04	8,000.00
3700 Permits	0.00	125.00	0.00	750.00	1,500.00
5110 Utilities	2,126.37	1,708.33	9,313.08	10,250.02	20,500.00
5410 Lease/Rent of Equipment	42.00	83.33	327.00	500.02	1,000.00
6007 Repair & Maint Supplies	627.77	625.00	779.51	3,750.00	7,500.00
6014 Operating Supplies	0.00	500.00	431.43	3,000.00	6,000.00
8101 Machinery & Equipment Cost	1,061.34	541.66	7,158.47	3,250.04	6,500.00
Total 44200 Sewer Operations	4,864.06	11,119.29	43,659.15	66,716.26	133,432.00
Total 04 Public Works	13,456.88	26,533.39	104,228.73	159,201.66	318,402.00
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	1,666.66	0.00	10,000.04	20,000.00
Total 94200 Water Projects	0.00	1,666.66	0.00	10,000.04	20,000.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00		0.00		40,000.00
94302 WWTP Improvements	0.00	1,026.91	31,600.00	6,161.54	12,323.00
94303 Pumps for Lift Station	0.00	0.00	0.00	0.00	0.00
94399 Contingencies	0.00	1,808.33	0.00	10,850.02	21,700.00
Total 94300 Sewer Projects	0.00	2,835.24	31,600.00	17,011.56	74,023.00
Total 004 Capital Projects	0.00	4,501.90	31,600.00	27,011.60	94,023.00
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	14,841.15	15,639.75	69,443.93	93,838.50	187,677.00
Total 95500 Water Debt Service	14,841.15	15,639.75	69,443.93	93,838.50	187,677.00
Total 005 Debt Service	14,841.15	15,639.75	69,443.93	93,838.50	187,677.00
009 Interfund Transfers					
98100 Transfers to Water Fund	0.00	0.00	0.00	0.00	0.00
98200 Transfers to Sewer Fund	0.00	0.00	0.00	0.00	0.00
Total 009 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total 09 Nondepartmental	14,841.15	20,141.65	101,043.93	120,850.10	281,700.00
Total Expense	28,434.35	46,675.04	205,998.37	280,051.76	600,102.00
Net Ordinary Income	16,957.91	0.10	72,893.67	-0.60	0.00
Net Income	16,957.91	0.10	72,893.67	-0.60	0.00

Town of Buchanan, Virginia
Vendor Payments Made
December 8, 2020 through January 5, 2021

Type	Date	Memo	Account	Split	Amount
Acute Design Company	12/31/2020	Shirts for new council member & staff	10010 Buchanan General Fund	20000 Accounts Payable	-425.50
Bill Pmt -Check					
Bank of Botetourt	12/18/2020	Payoff on CC	10010 Buchanan General Fund	20000 Accounts Payable	-7,228.29
Bill Pmt -Check					
Blue Ridge Sign & Stamp	12/15/2020	Name plate Chris Petty	10010 Buchanan General Fund	20000 Accounts Payable	-28.17
Bill Pmt -Check					
C&S Disposal Inc.	12/15/2020	Special pick up and container fee @ STP	10010 Buchanan General Fund	20000 Accounts Payable	-42.00
Bill Pmt -Check					
Cintas Corporation- #524	12/21/2020	Garbage p/u 472X13.=6136.00 & 19X19.=361.00	10010 Buchanan General Fund	20000 Accounts Payable	-6,497.00
Bill Pmt -Check					
Core & Main LP	12/15/2020	Uniforms	10010 Buchanan General Fund	20000 Accounts Payable	-35.00
Bill Pmt -Check					
Core & Main LP	12/31/2020		10010 Buchanan General Fund	20000 Accounts Payable	-105.00
Bill Pmt -Check					
Craig S. Bryant	12/18/2020	Supplies for sewer	10010 Buchanan General Fund	20000 Accounts Payable	-188.67
Bill Pmt -Check					
Directional Signing Program, LLC	12/31/2020	Supplies for sewer	10010 Buchanan General Fund	20000 Accounts Payable	-330.46
Bill Pmt -Check					
Dominion Energy Virginia	12/08/2020	Reimburse Christmas Lights	10010 Buchanan General Fund	20000 Accounts Payable	-143.86
Bill Pmt -Check					
Directional Signing Program, LLC	12/31/2020	Logos	10010 Buchanan General Fund	20000 Accounts Payable	-1,310.00
Bill Pmt -Check					
Dominion Energy Virginia	12/15/2020		10010 Buchanan General Fund	20000 Accounts Payable	-2,438.41
Bill Pmt -Check					
Electric Motor Repair & Sales Company	12/18/2020		10010 Buchanan General Fund	20000 Accounts Payable	-200.44
Bill Pmt -Check					
Electric Motor Repair & Sales Company	12/31/2020		10010 Buchanan General Fund	20000 Accounts Payable	-2,645.24
Bill Pmt -Check					
Faye Worley	12/15/2020	Pump mtr for water st lift station	10010 Buchanan General Fund	20000 Accounts Payable	-3,130.45
Bill Pmt -Check					
Fidelity Power Systems	12/23/2020	Janitoal services for town hall & fire house	10010 Buchanan General Fund	20000 Accounts Payable	-417.27
Bill Pmt -Check					
Fidelity Power Systems	12/31/2020	Generator's service contract for (2 @) WFP & Firehouse	10010 Buchanan General Fund	20000 Accounts Payable	-1,750.00
Bill Pmt -Check					
Fisher Auto Parts	12/18/2020	Air filters	10010 Buchanan General Fund	20000 Accounts Payable	-108.64
Bill Pmt -Check					
Fisher Auto Parts	12/31/2020	Supplies for dump trailer	10010 Buchanan General Fund	20000 Accounts Payable	-187.22
Bill Pmt -Check					
Gentry Locke Attorneys	12/18/2020	Legal services for month of November 2020	10010 Buchanan General Fund	20000 Accounts Payable	-360.00
Bill Pmt -Check					
H A C H Company	12/31/2020	Service agreement for WFP (Jan.-2021, Jan.-2022)	10010 Buchanan General Fund	20000 Accounts Payable	-4,057.00
Bill Pmt -Check					
Happy Food Mart	12/15/2020		10010 Buchanan General Fund	20000 Accounts Payable	-157.00
Bill Pmt -Check					
J L Computers Inc.	12/15/2020	Web site hosting, icoud and antivirus	10010 Buchanan General Fund	20000 Accounts Payable	-224.25
Bill Pmt -Check					
James River Equipment-Buchanan	12/15/2020	Supplies for well 1 & backhoe	10010 Buchanan General Fund	20000 Accounts Payable	-91.15
Bill Pmt -Check					
James River Equipment-Buchanan	12/31/2020		10010 Buchanan General Fund	20000 Accounts Payable	-4.98
Bill Pmt -Check					
LAMAR COMPANIES	12/18/2020	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-300.00
Bill Pmt -Check					
LAMAR COMPANIES	12/31/2020	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-150.00
Bill Pmt -Check					
Mid State Equipment	12/15/2020	Pivot	10010 Buchanan General Fund	20000 Accounts Payable	-20.90
Bill Pmt -Check					

8:24 AM
01/05/21

Town of Buchanan, Virginia
Vendor Payments Made
December 8, 2020 through January 5, 2021

Type	Date	Memo	Account	Split	Amount
North Star					
Bill Pmt -Check	12/31/2020	Lunch for staff meeting	10010 Buchanan General Fund	20000 Accounts Payable	-38.05
Bill Pmt -Check	12/31/2020	Breakfast for Council Retreat	10010 Buchanan General Fund	20000 Accounts Payable	-25.00
Pace Analytical Services, LLC					
Bill Pmt -Check	12/15/2020		10010 Buchanan General Fund	20000 Accounts Payable	-1,209.18
Bill Pmt -Check	12/15/2020		10010 Buchanan General Fund	20000 Accounts Payable	-187.62
Bill Pmt -Check	12/18/2020		10010 Buchanan General Fund	20000 Accounts Payable	-225.62
Bill Pmt -Check	12/31/2020		10010 Buchanan General Fund	20000 Accounts Payable	-469.05
Petrus (Sewer)					
Bill Pmt -Check	12/15/2020	Operation & maint. of STP for October 2020	10010 Buchanan General Fund	20000 Accounts Payable	-4,422.28
Petrus (Water)					
Bill Pmt -Check	12/15/2020	Operation of water system of October 2020	10010 Buchanan General Fund	20000 Accounts Payable	-5,574.67
Shentel					
Bill Pmt -Check	12/18/2020	Internet service @ WFP & Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-315.58
Town of Buchanan					
Check	12/09/2020	Apply deposit (Jessica Flowers 3-267-A1)	10010 Buchanan General Fund	22000 Customer Deposits	-63.25
Check	12/09/2020	Apply deposit (Joyce Aiden 3-266-E2)	10010 Buchanan General Fund	22000 Customer Deposits	-200.00
Treasurer, Botetourt County					
Bill Pmt -Check	12/15/2020	Law Enforcement Services	10010 Buchanan General Fund	20000 Accounts Payable	-2,917.00
Verizon					
Bill Pmt -Check	12/15/2020	Acct 650-005-247-0001-20 (STP)	10010 Buchanan General Fund	20000 Accounts Payable	-165.72
Bill Pmt -Check	12/18/2020		10010 Buchanan General Fund	20000 Accounts Payable	-204.99
Virginia Business Systems					
Bill Pmt -Check	12/18/2020	Monthly rental of copier	10010 Buchanan General Fund	20000 Accounts Payable	-228.02
Virginia Media, Inc					
Bill Pmt -Check	12/15/2020		10010 Buchanan General Fund	20000 Accounts Payable	-327.50
Virginia Office Supply					
Bill Pmt -Check	12/31/2020	Calendars & toner	10010 Buchanan General Fund	20000 Accounts Payable	-137.60
Virginia Resource Authority					
Check	12/30/2020	Invoice # 12971 WSL 30-10	10010 Buchanan General Fund	95510 Principal Payments	-14,841.15



Minutes of Council Meeting
Buchanan, VA

December 14, 2020

Present: Mayor Craig Bryant
Vice-Mayor James Manspile
Councilman John Mays
Councilman Marlon Rickman
Councilman Christopher Witt

Mayor Craig Bryant called the December 2020 Council meeting to order at 7:00 p.m. in the Buchanan Theater. Town Clerk Jenny Petty took roll call with all Council members present. A moment of silence was held and all that were present stated the Pledge of Allegiance.

The first item of business was to consider approval of the November 2020 Financial Report, unpaid bills and approval of the Council minutes from the regular meeting held on October 15, 2019. Mayor Craig Bryant asked for discussion. A motion of approval for all items under consent agenda was made from Vice Mayor James Manspile. The motion was seconded by Councilmember Marlon Rickman. The motion was passed with a vote of 5-0.

Next on the agenda was Awards, Recognitions and Presentations. The Price Family Award was presented to Gavin Price and his family for the exceptional job of collecting 1400 jars of peanut butter to support the Backpack Buddy program. John Mays was given a plaque to thank him for his time served on Town Council. Councilmember Mays stated that he enjoyed serving the town. Mayor Craig Bryant recognized the town as a whole for Senator Mark Warner's letter to the town proclaiming the Town of Buchanan a Tree City USA for the 13th year in a row. Clerk of the Court Tommy Moore then swore in Mayor Bryant, Vice Mayor James Manspile and new councilmember Chris Petty to council. After the swearing in, Mayor Craig Bryant stated that a Council Retreat would happen the first weekend of January where councilmembers would meet with the town attorney and Town Manager to set the goals, review the budget, select committees and go over rules and regulations for council.

Next on the agenda was to hear citizen comments and petitions regarding agenda items. No citizens had signed up to speak.

Next on the agenda was New Business/Action Items/Public Hearings. First was consideration of Resolution #R20-1214-01 Establish TODS Grant. Councilmember John Mays stated that this grant would

allow tourist businesses to receive reimbursement for interstate 81 signage if certain criteria is met. Vice Mayor James Manspile made a motion to accept with a second from Councilmember John Mays. Motion carried with a vote of 5-0. Next was consideration of Resolution #R20-1214-02 HVAC upgrades at the Buchanan Fire Station. Town Manager Jason Tyree stated that the system was in need of repair and that Botetourt County will pay for it as it is covered under the CARES Act. A motion to accept was given by Vice Mayor James Manspile with a second from Councilmember Marlon Rickman. Motion carried with a vote of 5-0. Next was consideration on Resolution #R20-1214-03 Purchase of a pump for the Water Street Lift Station. Town Manager Jason Tyree stated that the pump and motor were sent off for repair but could not be repaired. Several quotes were gotten to purchase. Vice Mayor James Manspile spoke to the manufacturer giving them the tag number off of the existing pump and was able to get the best price to purchase straight from them. A motion to accept was made by Councilmember John Mays with a second from Councilmember Marlon Rickman. Motion carried with a vote of 4-0 with Vice Mayor James Manspile abstaining. Next was a CARES Act update from Town Manager Jason Tyree. So far, \$10,000.00 in funding has been obtained for a heated pressure washer, masks, gloves, hand sanitizer, hand sanitizer stations, etc. Also falling under the CARES Act funding totaling \$6,627.82 will be used for Utility Bill relief for customers that are 60 days delinquent. Town Manager Jason Tyree asked for a waive of late charges and cut-off's for December 2020 due to this relief coming and that some customers did not receive their bills due to high mail volume for the holidays. A motion to accept a verbal resolution was made by Vice Mayor James Manspile with a second from Marlon Rickman. Motion carried with a vote of 5-0. Town Manager Jason Tyree also brought it to the Council's attention that the 2021 Holiday list they had did not contain September 11, 2021 to be used for a staff holiday since the staff works the July 4th holiday due to the Community Carnival. A motion to accept the added holiday was made by Mayor Craig Bryant with a second for Councilmember Christopher Witt. The motion carried with a vote of 5-0. Mayor Craig Bryant then read a Proclamation allowing Santa to deliver toys during the Governor's stay at home order from the hours of midnight and 5AM as this is when he is scheduled to deliver in the town of Buchanan. A motion to accept was made by Vice Mayor James Manspile with a second from Councilmember Marlon Rickman. The motion carried with a vote of 5-0. Then Mayor Craig Bryant asked the children in the audience if they would vote as well. The motion carried with a resounding "Yes!" from the audience.

The next item of business was to hear Committee Reports. For the Special Events Committee, Marlon Rickman stated that he had heard a lot of compliments on the Festival of Lights. Donations from those that drove through totaled \$2417.82. He also stated that plans were being made for 2021 Community Carnival in hopes it can be done. Christmas Eve Luminaries will be done and Harry Gleason is in contact with the Health Department as to the safest way to put them out. Councilmember Rickman also thanked Jackson Tyree for all the help he gives to the events. For the Planning Commission, Councilman Chris Witt had nothing new to report at this time. Next, for the Community and Economic Development Committee, Councilmember John Mays thanked Council for accepting the resolution for the signage because he felt that it may attract a larger scale restaurant or business. Next, for the Public Works Committee, Vice Mayor James Manspile reported there had been 11 Miss Utilities and stated that a project that would take place before the end of the year would be a sewer repair that would require cutting into a sidewalk. Vice Mayor James Manspile also brought grease in the pipes to the attention of Council as the reason many sewer repairs were being done. Also, VDOT will be looking at the route 11 bridge for repairs sometime between January and March of 2021 with repairs being done in April 2021. Councilmember Chris Witt stated that there had been complaints of bird waste on the swinging bridge

making it a walking hazard. Town Manager Jason Tyree stated that he would contact VDOT about how to safely clean the bridge without harming the structure.

Next, was Citizen Comments on Non-Agenda Items. No citizens were signed up to speak.

Mayor Craig Bryant stated that they were moving forward with a COVID-19 vaccine and as a town we can help citizens by hosting a vaccination clinic, have appropriate information on our town website and educate town staff on how and where to direct questions. Town Manager Jason Tyree thanked staff for a good 2020.

With no further discussion, a motion for adjournment was made by Vice-Mayor James Manspile. The motion was seconded by Councilman John Mays. The motion to adjourn passed with a vote of 5-0. The meeting was adjourned at 7:51p.m.

Respectfully submitted,

Jenny M. Petty, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Work Session
Buchanan, VA

November 18, 2020

Present: Mayor Craig Bryant
Vice-Mayor James Manspile
Councilman John Mays
Councilman Marlon Rickman
Councilman Christopher Witt

Mayor Craig Bryant opened the November 18, 2020 Council work session at 7:00 p.m. Town Manager Jason Tyree took roll call with all Councilmembers present.

First on the Agenda was discussion of using CARES Act funding to repair/replace the HVAC System at the Fire Department. Funds have to be spent by December 31, 2020 and Town Manager Jason Tyree asked Council to allow him to sign off on the funding before a council meeting to lock in the funds. Mayor Craig Bryant stated that he would ask for a signed letter that states if the CARES Act funding did not cover the expense that the County would pay for it. Town Manager Jason Tyree said he had verbal agreement, but would require the County to sign with intent to cover the cost if the funding is not approved. Mayor Bryant also voiced his displeasure over some of the items that were denied by the CARES Act funding such as showers for the employees in case of contamination. Town Manager Jason Tyree stated that the Public Works employees had a change of clothing and access to a shower at the Sewage Treatment Plant if needed. Mayor Bryant asked about part-time employees and Town Manager Jason Tyree said that they would be asked to have a change of clothes and they would have access to the shower facility at the Sewage Treatment Plant. Mayor Bryant and Vice Mayor Manspile stated that they did not feel that all of the information about services from the CARES Act was being communicated from a local level. They feared that businesses were not informed as well as they should be about what options they had. Councilmember John Mays stated that every time Harry Gleason receives new information, he sends an email to the local businesses and copies it to the chair of the Economic Development Committee. Mayor Craig Bryant asked the Town Manager Jason Tyree for a rundown off all items purchased with the CARES Act funds. Town Manager Jason Tyree stated he would have one to present at the December Council Meeting.

Next on the Agenda was discussion of COVID-19 Town Events. Harry Gleason is working with the Health Department on how the town can continue drive thru events. So far, drive thru events have been

approved. Council discussed the tree lighting and whether it would be virtual or just turn the lights on the day after Thanksgiving. After discussion, it was decided to just turn lights on the day after Thanksgiving due to any advertisement of the lighting would bring a crowd. Next was the discussion of Christmas Lights on Main Street. The wreaths presently put up are older and in need of replacement. Councilmember John Mays stated that he would like to see lights strung across the streets, but with it being an I-81 corridor Councilmember Chris Witt and Vice Mayor James Manspile stated that the large trucks wouldn't have clearance. Vice Mayor James Manspile stated that with the huge success of fundraising Harry Gleason accomplished for the Festival of Lights, that he would like him to head up a group to replace the Main Street Christmas Lights. Council was in agreement.

Town Manager Jason Tyree spoke about the planning of the annual Council Retreat to be held at Town Hall Saturday, January 2, 2021 from 9AM to 12PM. This retreat is to review the rules and regulations of serving on council and representing the Town of Buchanan. All council was in agreement of the date. Next was the discussion of the Town of Buchanan holidays. Mayor Craig Bryant stated that he felt that the town staff missed out on the July 4th holiday due to the Community Carnival and that Council could offer another day to replace it. His suggestion was September 11th also known as Patriot's Day. Council was in agreement to replace the day. Councilmember Marlon Rickman also stated that if the Community Carnival cannot be done due to COVID-19 restrictions that the "Big Ticket" prizes needed to be put on raffle tickets to be sold since people/businesses have donated their prizes. Then have a drawing at Town Hall during Council meeting with a deputy present. Vice mayor James Manspile also reminded Council that a notice to the churches in town would need to be sent as a courtesy due to July 4th being on a Sunday. He also stated that the town needed to look into larger items to boost ticket sales.

Council then went into Closed Session at 8:10PM.

Council returned from Closed Session at 8:20PM. A motion to go back into regular session was made by Vice Mayor James Manspile with a second from Councilmember John Mays. Motion was carried with a vote of 5-0. Mayor Craig Bryant made a motion to verify the closed session with a second by Vice mayor James Manspile. Motion was carried by a vote of 5-0.

Having no further discussion, Mayor Craig Bryant asked for a motion for adjournment. On a motion from Vice Mayor James Manspile with a second from Councilmember Chris Witt, the meeting was adjourned at 8:30PM.

Respectfully submitted,

Jenny Petty, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Buchanan, VA

January 2nd, 2021- Town Council Retreat – Buchanan Town Hall 19753 Main Street

Present: Mayor Craig Bryant
Councilman James Manspile
Councilman Marty Rickman
Councilman Chris Witt
Councilman Chris Petty

Mayor Craig Bryant, called the January 2nd, 2021 Town Council retreat meeting to order at 9:00 a.m. Town Manager, Jason Tyree roll call with all Council members present.

Mayor Bryant advised that no business would be discussed this would be just a training session for Town Council on FOIA, COIA, and other related laws. It would also be to inform the incoming Town Council Members of the ongoing projects, challenges, and vision they have for the Town. He also advised that a Vice-Mayor and committee selection would be discussed at the regularly schedule Town Council meeting on January 11th, 2021. All council persons advised they have been sworn in.

The first order of business was turned over to Town Attorney Jon Puvak. The Town Attorney discussed FOIA, COIA and the Council/ Manager Form of government.

At 10:40am a 10-minute break was called by Mayor Bryant.

At 10:50am the Retreat was brought back into session.

The next agenda item was for the Town Manager, Jason Tyree to review and discuss the Town's Fiscal year budget. Jason explained the Town's current budget; General Funds and Utility Funds, explained what each did and represented. He then gave a brief breakdown of where the budget is currently trending.

Next at 11:10am Mayor Bryant discussed ongoing projects, resolutions, and vision for Town Council. Mayor Bryant went into discussion around changes and making Town Hall more efficient. He explicitly stated that Council would not take any action today and this was just his thoughts for the next Town Council regular meeting and future 2021 regular council meetings. A Work Session was set for Thursday January 21st at 7PM.

At 11:38am a called closed session for personnel matters was called by Mayor Bryant. Vice Mayor Manspile made the motion and Councilmember Witt second the motion, all council members voting I for the motion.

At 12:24 pm on a motion by Vice Mayor Manspile and second by Councilmember Witt Town Council came out of closed session and Town Council certified the discussion met the requirements for closed session.

Finally, a motion to adjourn at 12:25 pm was made by Council member Witt and second by Vice Mayor Manspile with no actions by Town Council taking place.

Respectfully submitted,

Jason Tyree, Town Manager

Craig Bryant, Mayor



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 11th day of January 2021 beginning at 7:00 p.m.:

MEMBERS:

Craig Bryant, Mayor
James Manspile, Vice Mayor
Marty Rickman
Chris Witt
Chris Petty

VOTE:

On motion of Councilmember , which carried by a vote of - , the following was adopted:

A Resolution

Establishing the Day of Continuation of Town Council Meetings

Whereas, § 15.2-1416 of the Code of Virginia grants the Town Council of Buchanan the authority at its annual meeting to fix the day or days to which a regular meeting shall be continued; and

Now, therefore, be it resolved that if the mayor, or vice-mayor if the mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting, the regular meeting shall be continued until the immediately following Monday, with the exception of holidays, then the meeting shall be continued until the Tuesday immediately following the holiday. Such finding and continuation shall be communicated to the Council members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

AYES:

NAYS:



Resolution R21-0111-02

At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 11th day of January 2021 beginning at 7:00 p.m.:

MEMBERS:

Craig Bryant, Mayor
James Manspile,
Marty Rickman
Chris Witt
Chris Petty

VOTE:

On motion of Councilmember _____, which carried by a vote of # - #, the following was adopted:

A RESOLUTION

IMPLEMENTING OF RULES OF CONDUCT FOR PUBLIC COMMENT AND PUBLIC HEARINGS DURING TOWN COUNCIL MEETINGS.

NOW, THEREFORE, be it resolved, by the Council of the Town of Buchanan, Virginia, as follows:

The rules of conduct for Town of Buchanan regular and special meetings shall be:

1. Except for public hearings designated as such by action of the Town Council, public participation at meetings of the Town Council shall be limited to the public comment segments of the agenda of regular Town Council meetings or special meetings.
2. Any requests for Town Council action must be presented to the Mayor or Town Manager at least 30 days in advance of the next regular scheduled Town Council meeting. Any request received within 30 days of the next regular Town Council meeting may be held until the following regularly scheduled Town Council meeting. Town Council reserves the right to not act on any actions requested until proper vetting is completed and all information is obtained in order to facilitate an informed and appropriate decision.
3. A speakers comments shall be limited to three (3) minutes per person, for all agenda items and non-agenda items. Provided the Mayor may give additional time for special circumstances or good cause. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting. The Town Manager or designee shall act as timekeeper or Town Council shall designate another elected officer as timekeeper. Each speaker will be signaled when his or her time has elapsed.



Resolution R21-0111-02

4. Any person wishing to speak at a public hearing must sign the appropriate "sign-in sheet" upon entering the room before the start of the meeting, indicating his or her intention to speak, which sheet shall be used by the Mayor, Vice-Mayor, or other Town Council member to recognize speakers. Any person wishing to speak at a public meeting during the public comment segments or during a public hearing, when a sign-in sheet is not available, shall raise his or her hand. When recognized by the Mayor, Vice-Mayor, or other Town Council member, the individual must stand and state his or her name, address, and, if appropriate, group affiliation and must state the subject he or she will be addressing.
5. A public hearing is conducted to receive comments from interested parties relating to the purpose of the public hearing. Town Council will not engage in dialogue with speakers during public hearings or public comment.
6. Members of the Town Council, speakers, and audience must observe proper decorum. Any statement made during the meeting or during a public hearing by the Mayor, members of the Town Council, or town employees or members of the public shall not involve personal, disrespectful, or slanderous attacks on individuals, regardless of whether the individual attacked is an elected official, or town employee or a member of the public.
7. The Mayor or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive or disparaging language, or racial or ethnic slur shall not be tolerated. All attendees must be respectful to others present.
8. Discussion between speakers and attendees of the public meeting or hearing are prohibited. A speaker may disagree with or support prior speakers in comments directed to the Town Council. No person attending a meeting or public hearing shall engage in booing, handclapping or otherwise disrupt the formality of the proceedings.
9. Banners, flyers or other signs are not permitted in the Council Chambers. Distribution of flyers in the meeting room is also not permitted.
10. All cell phones and pagers must be turned off or muted.
11. Attendees when leaving the council meeting before it is adjourned must leave in a quiet and orderly manner until outside the meeting room and hallway, so as not to disrupt the meeting.



Resolution R21-0111-02

12. If the Mayor or presiding officer fails to enforce the rules set forth herein, a member of the Town Council may; move to require him or her to do so, and an affirmative vote of a majority of the Town Council shall require him or her to do so. Any decision relating to enforcement of the rules set forth herein may be appealed and overturned by a vote of a majority of the Town Council members.
13. Any person who disregards the directives of the Mayor or residing officer in enforcing the rules or generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Town Council or otherwise during a meeting disturbs the peace at a meeting may be barred from further participation at future meetings and lose any balance of time remaining for his or her comment.
14. If a speaker who violates these rules refuses to step down, the Mayor or the presiding officer may ask the individual to be removed from the Council Chambers.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 11th day of January 2021 beginning at 7:00 p.m.:

MEMBERS:

Craig Bryant, Mayor
James Manspile, Vice-Mayor
Marty Rickman
Chris Witt
Chris Petty

VOTE:

On motion of Councilmember _____, which carried by a vote of # - #, the following was adopted:

A Resolution

Authorizing Purchase of a Replacement Programmable Logic Controller (PLC) for Water Treatment Plant

Whereas, the Town has a need to replace the current Programmable Logic Controller (also known as PLC) at the Town's Water Treatment Plant, and

Whereas, in order to effectively use the Water Treatment Plant and reduce human error with controls of the water system, and

Whereas, the Town obtained quotes from multiple companies that provide Programmable Logic Controllers, and

Now, therefore, be it resolved, that the Town Council of Buchanan does hereby authorize the Town Manager to order a Programmable Logic Controller and necessary components for an amount not to exceed \$10,000.00.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 11st day of January 2021 beginning at 7:00 p.m.:

MEMBERS:

Craig Bryant, Mayor
James Manspile, Vice-Mayor
Marty Rickman
Chris Witt
Chris Petty

VOTE:

On motion of _____, which carried by a vote of - , the following was adopted:

**A Resolution
Accepting Town Manager Jason Tyree Resignation**

Whereas, Jason Tyree has served as Buchanan Town Manager since June 2018, and

Whereas, Mr. Tyree has submitted a 60-day resignation to Town Council, and

Whereas, the contract between Mr. Tyree and the Town states he will give a 120 day notice but Town Council in its sole discretion may waive any or the entire notice requirements, and

Now, Therefore Be It Resolved, by the Council of the Town of Buchanan, to accept the resignation of Jason L. Tyree and grant the 60 day resignation notice with his last day of employment being March 12th, 2021.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 11st day of January 2021 beginning at 7:00 p.m.:

MEMBERS:

Craig Bryant, Mayor
James Manspile, Vice-Mayor
Marty Rickman
Chris Witt
Chris Petty

VOTE:

On motion of _____, which carried by a vote of - , the following was adopted:

**A Resolution
Accepting Town Manager Jason Tyree Resignation**

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AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk